

EXHIBIT 9

Information Centers and Executive Orders

0% COMPLETE

Executive Orders

Subject Headings

Examples


Cataloging Process

eBooks

Summary

Executive Orders

LESSON 1 OF 6



OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

JAN 3 | 2025

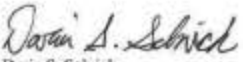
MEMORANDUM FOR ALL DEPARTMENT OF DEFENSE CIVILIAN EMPLOYEES

SUBJECT: Department of Defense Implementation of Executive Order 14168, "Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government"

References: (a) Executive Order 14168, "Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government," January 20, 2025 (copy attached)
(b) Secretary of Defense Memorandum, "Restoring America's Fighting Force," January 29, 2025 (copy attached)
(c) Acting Director, U.S. Office of Personnel Management Memorandum, "Initial Guidance Regarding President Trump's Executive Order *Defending Women*," January 29, 2025 (copy attached)

Reference (a) directs the Federal Government to take steps to defend women from the harmful effects of gender ideology. In accordance with this directive, the Department of Defense will take prompt action to ensure that all programs and activities align with these principles.

Our Secretary of Defense is committed to ensuring our men and women serve under the best leadership we can provide them. As part of our commitment to upholding the values of merit-based leadership and ensuring the readiness and effectiveness of our military, we will end all Department programs that promote or reflect gender ideology. The Office of Personnel Management issued supplemental guidance outlining specific steps to be taken by Federal Agencies, which will inform the Department's implementation efforts. By taking these steps, we will uphold the trust placed in us to lead and manage the Department in a manner that prioritizes the well-being and safety of our personnel, while also ensuring that our leadership and personnel practices are grounded in biological reality and merit-based principles.



Darin S. Selnick
Performing the Duties of the Under Secretary of
Defense for Personnel and Readiness

Attachments:
As stated

DOD Directive

On January 31, 2025, the acting Under Secretary of Defense for Personnel and Readiness, Darin S. Selnick, issued a memorandum for all Department of Defense civilian employees. The memorandum asked all departments for prompt action to ensure that all programs and activities align with the principles stated in Executive Order 14168, "[Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government](#)." The complete memorandum is below.

Please take a moment to read and print the full memo and the entire executive order.

Information Centers and Executive Orders

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Executive Orders


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eBooks

Summary



OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

JAN 3 | 2025

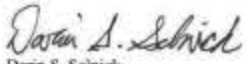
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Please take a moment to read and print the full memo and the entire executive order.



Department of Defense Implementation of EO 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government.pdf

1.4 MB

↓

CONTINUE

Information Centers and Executive Orders

0% COMPLETE

Executive Orders

Subject Headings

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Cataloging Process


eBooks

Summary

Guidance Regarding President Trump's Executive Order *Defending Women*,
January 29, 2025 (copy attached)

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Darin S. Sehnick
Performing the Duties of the Under Secretary of
Defense for Personnel and Readiness

Attachments:
As stated

PDF

Department of Defense Implementation of EO 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government.pdf

1.4 MB

2nd Executive Order:
Ending Radical Indoctrination in K-12 Schooling

On January 29, 2025, the President issued the executive directive "Ending Radical Indoctrination in K-12 Schooling."

Please take some time to read and print the entire executive order, which can be found [HERE](#).

This order addresses various topics on which we are awaiting further guidance. However, one section directly references "Defending Women from Gender Ideology," which deals with social transition (Section 2, Definitions, (e)).

CONTINUE

employees. The memorandum asked all departments to

prompt action to ensure that all programs and activities align

with the principles stated in Executive Order 14168,

"[Defending Women from Gender Ideology Extremism and](#)

[Restoring Biological Truth to the Federal Government](#)." The

complete memorandum is below.

Please take a moment to read and print the full memo and

the entire executive order.

Information Centers and Executive Orders

0% COMPLETE

Executive Orders

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Cataloging Process

eBooks

Summary

Please take some time to read and print the entire executive order, which can be found [HERE](#).

This order addresses various topics on which we are awaiting further guidance. However, one section directly references **"Defending Women from Gender Ideology,"** which deals with social transition (Section 2, Definitions, (e)).

Operational Compliance

Our task is to review our collections to ensure that DoDEA Information Centers comply with both Executive Orders.

"Each agency's process to prevent or rescind Federal funds, to the maximum extent consistent with applicable law, from being used by an ESA, SEA, LEA, elementary school, or secondary school to directly or indirectly support or subsidize the instruction, advancement, or promotion of gender ideology or discriminatory equity ideology in:

(A) K-12 curriculum, instruction, programs, or activities;

As part of this review, Information Center books potentially related to gender ideology or discriminatory equity ideology topics as defined in the Executive Orders will be relocated to the professional collection for evaluation. During this period, access will be limited to professional staff. Information Specialists are expected to implement this directive immediately.

This work will be accomplished during the duty day. If you are on the specialist rotation or are assigned to teach a course or multiple courses, a subcode will be provided to your administrator. Reviewing this course is the first step in beginning this process.

CONTINUE

Information Centers and Executive Orders

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Executive Orders

Subject Headings

Examples

Cataloging Process

eBooks

Summary

Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government

Definitions used within this executive order:

1. "Gender ideology" replaces the biological category of sex with an ever-shifting concept of self-assessed gender identity, permitting the false claim that males can identify as and thus become women and vice versa, and requiring all institutions of society to regard this false claim as true. Gender ideology includes the idea that there is a vast spectrum of genders that are disconnected from one's sex. Gender ideology is internally inconsistent, in that it diminishes sex as an identifiable or useful category but nevertheless maintains that it is possible for a person to be born in the wrong sexed body.
2. "Gender identity" reflects a fully internal and subjective sense of self, disconnected from biological reality and sex and existing on an infinite continuum, that does not provide a meaningful basis for identification and cannot be recognized as a replacement for sex.

The executive order Ending Radical Indoctrination in K-12 Schooling

Defines:

1. "Social transition" means the process of adopting a "gender identity" or "gender marker" that differs from a person's sex. This process can include psychological or psychiatric counseling or treatment by a school counselor or other provider; modifying a person's name (e.g., "Jane" to "James") or pronouns (e.g., "him" to "her"); calling a child "nonbinary"; use of intimate facilities and accommodations such as bathrooms or locker rooms specifically designated for persons of the opposite sex; and participating in school athletic competitions or other extracurricular activities specifically designated for persons of the opposite sex. "Social transition" does not include chemical or surgical mutilation."

CONTINUE

Information Centers and Executive Orders

0% COMPLETE

Executive Orders

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eBooks

Summary

Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government

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CONTINUE

Information Centers and Executive Orders

17% COMPLETE

Executive Orders

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Summary

Subject Headings

LESSON 2 OF 6

gender

- gender **role - fiction** in Subject
- gender identity - fiction** in Subject
- gender identity** in Subject
- gender nonconformity** in Subject
- gender **role** in Subject
- gender identity disorders** in Subject
- gender nonconformity - fiction** in Subject
- gender **role - drama** in Subject
- gender **identity - afghanistan** in Subject
- gender **role - afghanistan** in Subject

Scanning the collection

One of our first steps is to search for specific terms used in the Executive Order, such as "gender ideology" and "gender identity." These could include "fiction" or "juvenile literature." For example, "gender identity - fiction" or "gender identity - Juvenile literature." This process needs to be done with care, just because it has gender in the subject heading does not mean it should be pulled.

CONTINUE

Information Centers and Executive Orders

33% COMPLETE

Executive Orders

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Summary

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LESSON 3 OF 6

Ensuring compliance

As you use search terms to locate books that may not comply with the Executive Order, it is important to remember that not all results from subject headings such as, "gender roles" violate the Executive Order. Our team hopes you find the examples below to be helpful as you begin your work.

CONTINUE

Examples

LESSON 3 OF 6

Ensuring compliance

As you use search terms to locate books that may not comply with the Executive Order, it is important to remember that not all results from subject headings such as, "gender roles" violate the Executive Order. Our team hopes you find the examples below to be helpful as you begin your work.

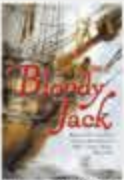
gender role - fiction

Search

WardGenreSubjectTitleAuthorSeriesList

Back to previous page

Result 2 of 22



Average rating

Write a review

Add to Basket

Not for sale

Share this item

Bloody Jack : being an account of the curious adventures of Mary "Jacky" Faber, ship's boy

Book in *Bloody Jack* adventure

I. A. Meyer. [1992]

Book

Redwood to begging and thievery in the streets of London, a thirteen-year-old orphan disguises herself as a boy and convives her way onto a British warship set for high sea adventure in search of pirates.

WHERE IS IT?
1 copy available at the library at shelf location **F MEY** see map location
see all copies and locations

ITEM DETAILS

Authors
Related Web Addresses
Edition
Description
Notes

Meyer, I. A.
<http://www.loc.gov/catdir/description/har02/12002089/759.html>
<http://www.mackin.com/bookfind/book.asp?isbn=9780152167318>
<http://www.loc.gov/catdir/titles/har05/12002007755.html>
<http://www.loc.gov/catdir/samples/sample05/12002007755.html>
First edition.
278 pages : illustrations ; 22 cm.
"Ages 12 and up"—Dust jacket. Wilson's Senior High School, October 2007 Wilson's Junior High School, January 2010 School Library Journal, September 2002 Book Links (A.L.A.), September 2004 Booklist starred, November 2002 Horn Book Starred, April 2003 Bulletin of the Center for Children's Books starred, December 2002 Books for the Teen Age (NYPFL), May 2004 Pub Weekly, October 2002 Horn Book, January 2003 Wilson's Senior High School Wilson's Junior High School School Library Journal Wilson's Senior High School, October 2007, Wilson's Junior High School, January 2010. School Library Journal, September 2009. Book Links (A.L.A.), September 2004. Booklist starred, November 2002. Horn Book Starred, April 2003. Bulletin of the Center for Children's Books starred, December 2002. Books for the Teen Age (NYPFL), May 2004. Pub Weekly, October 2002. Horn Book, January 2003. Wilson's Senior High School. Wilson's Junior High School. School Library Journal. Accelerated Reader AR Reading Counts Accelerated Reader AR M5+ 5.6 11.0 41382FN 284 Reading Counts RC

After reading the summary, it becomes clear that the main character of the book disguises herself as a boy in order to set off on an adventure. This book does not violate the Executive Order.

CONTINUE

Information Centers and Executive Orders

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Executive Orders

Subject Headings

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Cataloging Process

eBooks

Summary

As you use search terms to locate books that may not comply with the Executive Order, it is important to remember that not all results from subject headings such as, "gender roles" violate the Executive Order. Our team hopes you find the examples below to be helpful as you begin your work.



After reading the summary, it becomes clear that the main character of the book disguises herself as a boy in order to set off on an adventure. This book does not violate the Executive Order.

In the summary and subject heading, this text refers to transgender. Based on the executive order, this book must be moved to the professional collection.

CONTINUE

Information Centers and Executive Orders

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Executive Orders

Subject Headings

Examples

Cataloging Process

eBooks

Summary



team hopes you find the examples below to be helpful as you begin your work.

gender role - fiction

Back to previous page

Bloody Jack : being an account of the curious adventures of Mary "Jacky" Faber, ship's boy
L. A. Meyer. (2002)
Book
Reduced to begging and thievery in the streets of London, a thirteen-year-old orphan disguises herself as a boy and convives her way onto a British warship set for high sea adventure in search of pirates.
WHERE IS IT?
I copy available at the library at shelf location **F MEY** see map location see all copies and locations
ITEM DETAILS
Authors
Meyer, L. A.
Related Web Addresses
<http://www.lac.gov/catalog/development/14021/2002000759.html>
http://www.madon.com/Books/Pay/Books_pay.php?b=0790152167318
<http://www.lac.gov/catalog/development/14021/2002000759.html>
<http://www.lac.gov/catalog/development/14021/2002000759.html>
Edition
First edition.
Description
278 pages : illustrations ; 22 cm.
Notes
"Ages 12 and up" - Dust jacket. Wilson's Senior High School, October 2007 Wilson's Junior High School, January 2010 School Library Journal, September 2002 Book Links (A.L.A.), September 2004 Booklist starred, November 2002 Horn Book starred, April 2003 Bulletin of the Center for Children's Books starred, December 2002 Books for the Teen Age (NYPL), May 2004 Pub Weekly, October 2002 Horn Book, January 2003 Wilson's Senior High School School Library Journal Wilson's Senior High School, October 2007, Wilson's Junior High School, January 2010 School Library Journal, September 2002, Book Links (A.L.A.), September 2004, Booklist starred, November 2002, Horn Book starred, April 2003, Bulletin of the Center for Children's Books starred, December 2002, Books for the Teen Age (NYPL), May 2004, Pub Weekly, October 2002, Horn Book, January 2003, Wilson's Senior High School, Wilson's Junior High School, School Library Journal, Accelerated Reader AR Reading Counts Accelerated Reader AR MG+ 5.6 11.0 6138261 264 Reading Counts RC

both sides now

Open in Cataloging

Both sides now
Jaylan Thomas. (2001)
Mockingbird eBook
High school senior Finch, a transgender teen, has his sights on winning the National Speech and Debate tournament with his teammates in order to get a full-ride scholarship to Georgetown and to work toward becoming the first transgender congressman. However, when the debate topic - transgender rights - is chosen, he is dismayed to realize he may have to argue against his identity. Complicating matters are his feelings for his gay teammate Noah and the fact that he hasn't been accepted into any college yet. As Finch makes his way through his senior year, he gains a greater understanding of who he is and what he will fight for.
WHERE IS IT?
eBook or available online - click the button under the large cover image on the left.
Web site available - click the button under the large cover image on the left.
ITEM DETAILS
Authors
Thomas, Jaylan.
Web Address
<https://online.libraries.lac.edu/14021/2002000759.html>
Description
1 online resource (314 pages)
Notes
Mode of access: World Wide Web. Description based on book record.
ISBN
0790002222222
Summary
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Original
New York : Dial Books, [2001]
Genres
Electronic book
Narrative fiction
Subjects
Debate and debating - Fiction
Transsexual people - Fiction
LGBTQ - Fiction
Transsexual people - Fiction
Transsexual people - Fiction
Transsexual people - Fiction

If your school has any titles that need to be moved to the professional collection, the next section will walk you through a quick process to update the records.

CONTINUE

After reading the summary, it becomes clear that the main character of the book disguises herself as a boy in order to set off on an adventure. This book does not violate the Executive Order.

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Information Centers and Executive Orders

50% COMPLETE

Executive Orders

Subject Headings

Examples

Cataloging Process

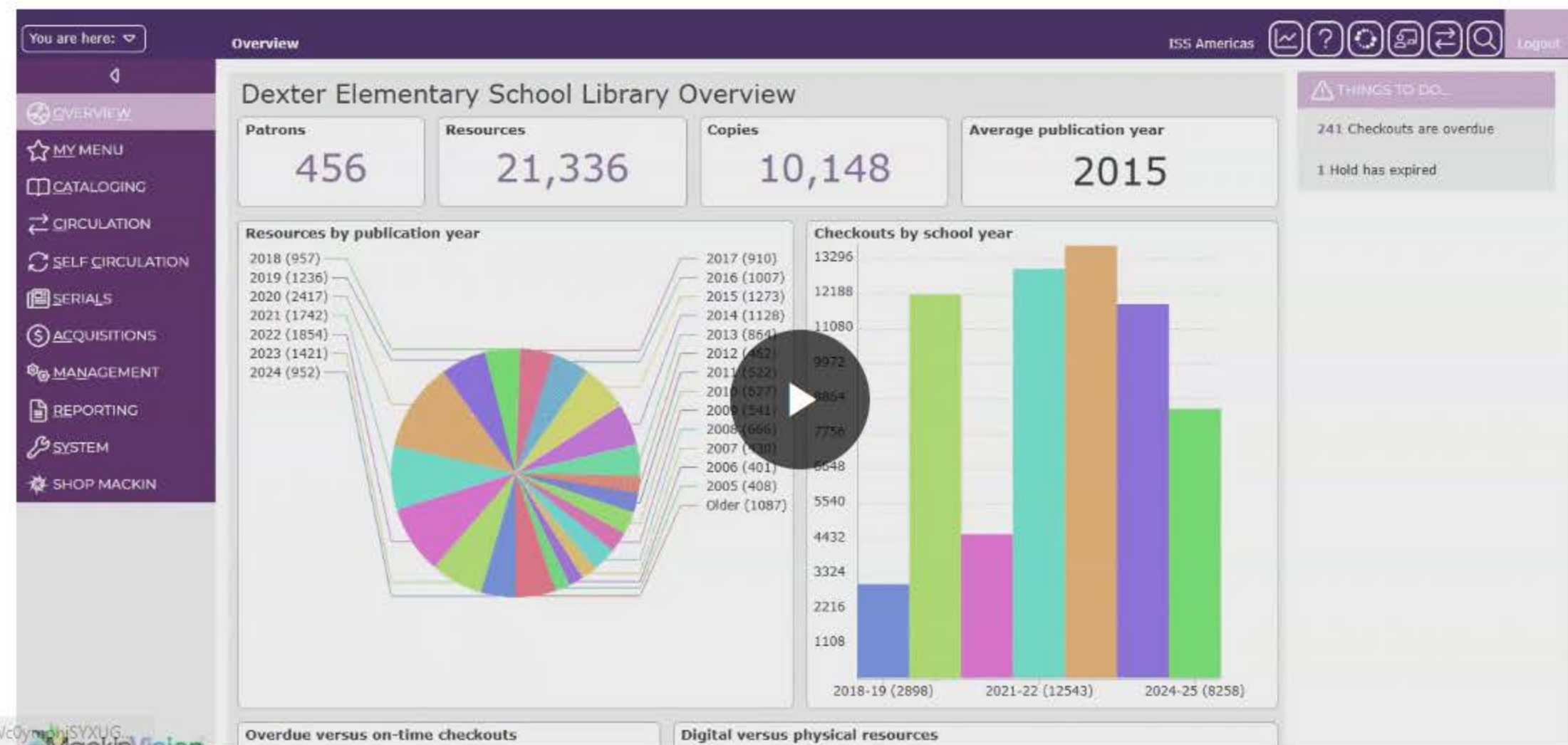
eBooks

Summary

Cataloging Process

LESSON 4 OF 6

Cataloging for the Operational Compliance Review Part I: Changing Items in the Catalog.



Information Centers and Executive Orders

50% COMPLETE

Executive Orders

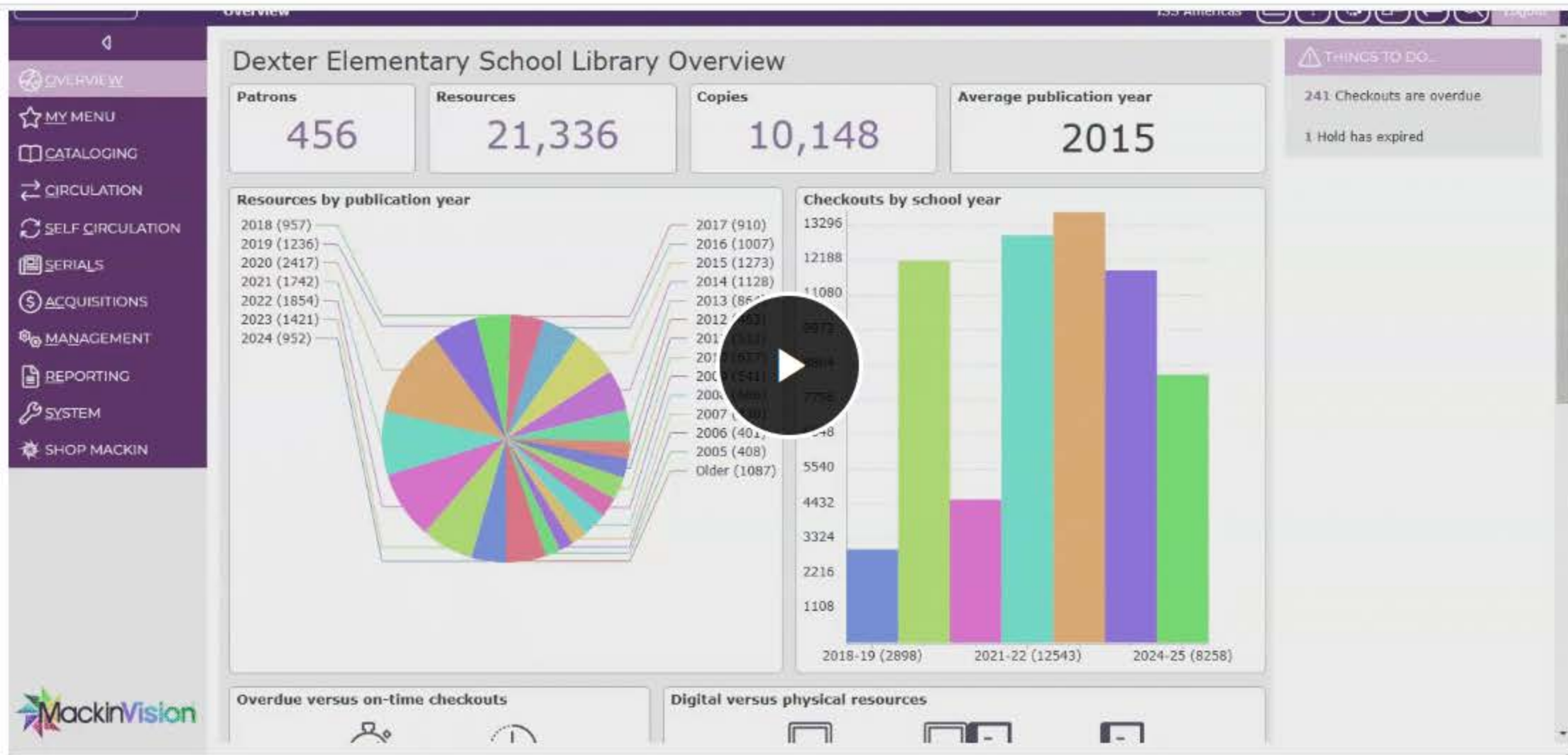
Subject Headings

Examples

Cataloging Process

eBooks

Summary



Each region may have different report-out requirements,
Follow the directions of your regional ISS when sending in your report.

Next, you will find Step by Step directions.

CONTINUE

Information Centers and Executive Orders

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Executive Orders

Subject Headings

Examples

Cataloging Process

eBooks

Summary

You are here: Cataloging > Copies > Search

OVERVIEWMY MENU

CATALOGING

HomeAuthority ControlBibTypesBook ReviewsCopiesExchangeInterimInventoryMackin MARC ImportRelationships

Any Words:Barcode:Call Number:Enter the start and end call numbers for a range. Leaving the end call number blank will result in the start call number being wildcarded. For example, a start value of F M will result in all call numbers starting with "F"

SEARCH COPIES

Multi-Barcode Search - Dexter Elementary School - MackinVisi...

dexter-es-dodea.mackinvision.com/library/cataloguing/issues/barcode...

MULTI-BARCODE SEARCH

Scan or enter barcodes (maximum 1,000):

34421000542843
34421000596781
34421000596773
34421000532042
34421000002905
34421000003200

Search

1. Search the OPAC to identify materials that need to be moved into the Review. Pull those books and bring them to the circulation desk.

2. Navigate to Circulation>>Copies. Then click on the magnifying glass icon, to search for multiple barcodes.

3. In the pop-up window, scan the barcodes of your materials. When you've scanned them all, click the Search button.

4. Now that your list is populated, click on

4. Now that your list is populated, click on Exchange under cataloging.

5. Your list is moved into the Exchange function.

Note: the preview window is limited to four examples from your list, but all your items will be included.

6. In the bottom window, scroll down to find the Status field. Change it to **"Quarantined."** We are using "Quarantined" because it is not shown in the OPAC.

7. Scroll down further to find the Resource Loan Category field. Change it to "Professional."

Cataloging Process - Information

Case 1:25-cv-00637-PTG-IDD Document 1-9 Filed 04/15/25 Page 17 of 28 PageID# 71

https://rise.articulate.com/share/Co7fkmnP16eyrWDe00At1Votq7bwAhcH#/lessons/d19OSvIlywBuWc0ympjhjSYXUGQ6Ws4nf

Information Centers and Executive Orders

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Executive Orders

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Cataloging Process

eBooks

Summary

SELECT EXCHANGE FIELDS

Enter a reason for the change in Status. This will be appended to the copy Status Reason field.

Status Exchange Expiration Date:

For a temporary change of Status, enter a date for the original setting to be automatically reset to exchanged field values, so they can be reverted later.

Resource Loan Category (RLC): Professional Remember current Resource Loan Category (RLC) for these items.

RLC Exchange Expiration Date:

For a temporary change of Resource Loan Category (RLC), enter a date for the original setting to be automatically reset to exchanged field values, so they can be reverted later.

Mackin MARC Import Relationships Resource Boxes Resources Security Group Rules Shared Cataloging Smart Cataloging Substitution Rules Weeded Weeding Z-Cataloging

CIRCULATION SELF CIRCULATION SERIALS ACQUISITIONS MANAGEMENT

3 Abyssinian cats 34421000596773 Library

4 Amazing cats 34421000532042 Library

SELECT EXCHANGE FIELDS

Enter a reason for the change in Status. This will be appended to the copy Status Reason field.

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RLC Exchange Expiration Date:

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You are here: Cataloging > Exchange

OVERVIEW MY MENU GETTING STARTED

Home Authority Control Bib Types Book Reviews Copies Exchanges Interim Inventory Mackin MARC Import Relationships Resource Boxes Resources Security Group Rules Shared Cataloging Smart Cataloging

COPY EXCHANGE

Exchanged to Status Quarantined, Resource Loan Category Professional

The exchange affected 6 copies. View all affected copies.

The exchange could not be applied to 0 copies.

NO TITLE NAME ID NUMBER BRANCH COPIES

1 100 things you should know about cats & kittens 34421000542843 Library

2 Abyssinian cats 34421000596781 Library

3 Abyssinian cats 34421000596773 Library

4 Amazing cats 34421000532042 Library

CONTINUE

7. Scroll down further to find the Resource Loan Category field. Change it to "Professional."

8. Click the Go button.

9. The next screen confirms that the action was completed correctly. Check to make sure that all copies were changed.

Information Centers and Executive Orders

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Cataloging Process

eBooks

Summary

Part II: Creating a spreadsheet report. This requirement could look different in each region.

You are here: Cataloging > Exchange

OVERVIEW

MY MENU

CATALOGING

Home

Authority Control

BibTypes

Pook Reviews

Copies

Interim

Inventory

Mackin MARC Import

Relationships

Resource Boxes

Resources

Security Group Rules

Exchanged to Status Quarantined, Resource Loan Category Professional

The exchange affected 6 copies. View all affected copies.

The exchange could not be applied to 0 copies.

NO.	TITLE	BARCODE
1	100 things you should know about cats & kittens	3442100
2	Abyssinian cats	3442100
3	Abyssinian cats	3442100
4	Amazing cats	3442100

Collection: Board Book
CDs
Graphic Novels
Paperback
Popular Books

Resource Type: activity card
Adobe EPUB eBook
Adobe PDF eBook
art original
art reproduction

Resource Loan Category: Audiobook
DVD
EBook
Equipment
Graphic Novel

Status: On Hold
On Loan
Processing
Quarantined
Recall

Date Received: Not Checked Out After:

Show New Records Search All Fields


1. Navigate to Cataloging>>Copies.

2. Under Status, select "Quarantined."

3. Select the dog-eared page icon to go to Generate Reports.

Information Centers and Executive Orders

50% COMPLETE

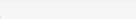


Executive Orders

Subject Headings

Examples

Cataloging Process



Summary

The screenshot shows the OCLC WorldCat interface. The breadcrumb navigation at the top reads 'Cataloging > Copies > List', with 'List' highlighted by a yellow circle. Below the breadcrumb, there is a toolbar with icons for various actions. The main content area displays a table of records. The first record is titled 'Title 775B: 100 things you should know about cats & kittens' and shows a copy status of 'Quarantined'. The second record is titled 'Title 8618: Abyssinian cats' and shows a copy status of 'Library'.

	NO.	BARCODE	COPY ID	BRANCH	COLLECTION
Title 775B: 100 things you should know about cats & kittens					
<input type="checkbox"/>	1	34421000542843	1	Library	
Copy status: Quarantined					
Title 8618: Abyssinian cats					
<input type="checkbox"/>	2	34421000596781		Library	

Number of records: 6

Create Report: New Custom Report

Click the button to create a new custom report. The saved report will be available from the report selection on this page.

Select Report: Barcode List

Cataloging Report
 Circulation List with Call No and Address - 4 per page (Letter Pap.
 Circulation List with Date and Contact - 6 per page (Letter Paper)
 Circulation List with List Name and Address - 4 per page (Letter f
 Collection Bibliography
 Collection Value
 Collection Value by Branch
 Contents Page
 Contents Page by Branch

Download Word Template
 Download Excel Template
 Upload Customized Report

Select the report format - this list is all of those available for the source one Copies.
 Download a report to customize it in Excel or Word. Upload the modified version as a new report.
 * denotes an uploaded customized report.

Downloadable Files

Operational Review Customized Report Template

Select Report: Barcode List

UPLOAD NEW REPORT [X]

Upload a Word or Excel document created from a provided template.

Report name:
 Give the report a unique name.

Report location:
 Browse for the location of the report you want to upload.

3. Select the dog-eared page icon to go to Generate Reports.

4. To ensure the correct information is reported, we have created a custom report that you will need to upload to your MackinVision. The template is found below. Click and download it.

5. Click the Upload Customized Report button.

6. Name the report "Organizational Review."
Browse to the file location where you downloaded the template and select it.

Information Centers and Executive Orders

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Executive Orders

Subject Headings

Examples

Cataloging Process

eBooks

Summary

Select Report: Barcode List

UPLOAD NEW REPORT

Upload a Word or Excel document created from a provided template.

Report name:

Give the report a unique name.

Report location: Operational Co... Report 1 (4).xlsx

Browse for the location of the report you want to upload.

7. Click the upload button.

System > Report

REPORT SETUP

Number of records: 6

Create Report:

Click the button to create a new custom report. The saved report will be available from the report selection window.

Select Report:

- Kit Labels 2x10 - Avery 5161 (Letter Paper)
- Labels 2x7 - Avery 5162 (Letter Paper)
- Labels 2x8
- Labels 3x10
- Labels 3x10 - Avery 3489
- Labels 3x10 - CASESA430
- Labels 3x8
- Labels 3x8 - Avery 3474
- Labels 3x8 - Avery L7159
- *Organization Review

Select the required report format - this list is all of those available for the source area Copies. Download a report to customize it in Excel or Word. Upload the modified version as a new report. * denotes an uploaded customized report.

Format:

Select the format in which you would like the report to be output.

Name: Organization Review

8. The custom report now appears in your selection window with an * before it. Click the Go button.

You are here: >

System > Report

OVERVIEW

MY MENU

CATALOGING

CIRCULATION

SELF CIRCULATION

SERIALS

ACQUISITIONS

A link will display below when the Copies report is ready.

[Download Organization Review report](#)

9. Download the report. Save a copy for yourself and email a copy to your regional ISS, if required.

Information Centers and Executive Orders

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Executive Orders

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REPORT SETUP

Number of records: 6

Create Report: New Custom Report

Select Reports: Kit Labels 2x10 - Avery 5161 (Letter Paper), Labels 2x7 - Avery 5162 (Letter Paper), Labels 2x8, Labels 3x10, Labels 3x10 - Avery 3489, Labels 3x10 - CASESA430, Labels 3x8, Labels 3x8 - Avery 3474, Labels 3x8 - Avery L7159, *Organization Review

Format: EXCEL

Name: Organization Review

You are here: System > Report

OVERVIEW, MY MENU, CATALOGING, CIRCULATION, SELF CIRCULATION, SERIALS, ACQUISITIONS

A link will display below when the Copies report is ready.

Download Organization Review report

8. The custom report now appears in your selection window with an * before it. Click the Go button.

9. Download the report. Save a copy for yourself and email a copy to your regional ISS, if required.

Downloadable Files

- [Operational Review Customized Report Template](#)
- [Cataloging for the Operational Compliance Review Instructions](#)

Information Centers and Executive Orders

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Executive Orders

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eBooks

LESSON 5 OF 6

eBooks



Information Specialists, you will also need to review your ebooks and audiobooks from your local collections. HQ will manage the shared collections.

START >

Information Centers and Executive Orders

83% COMPLETE

Executive Orders

Subject Headings

Examples

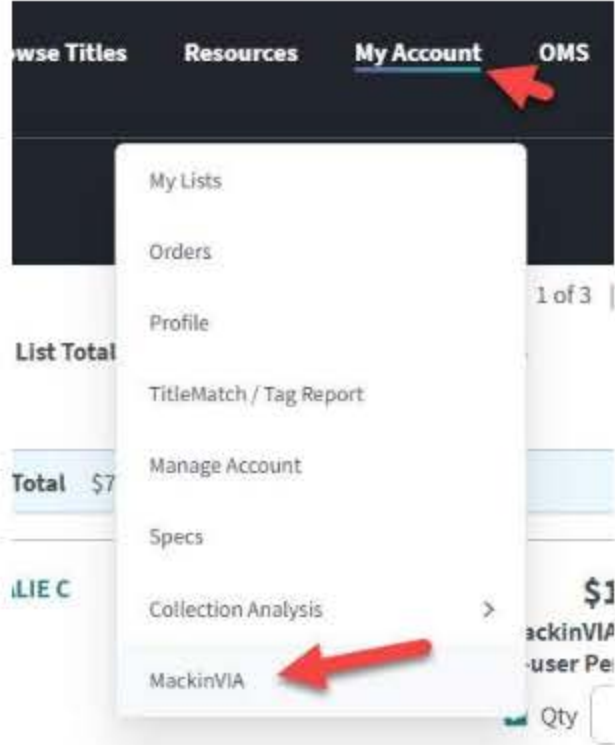
Cataloging Process

eBooks

Summary

Step 1

Step 1 - MackinVia Administration



The screenshot shows a web application interface with a dark header. The header has four tabs: 'Browse Titles', 'Resources', 'My Account', and 'OMS'. The 'My Account' tab is selected and highlighted with a red arrow. A dropdown menu is open under 'My Account', listing several options: 'My Lists', 'Orders', 'Profile', 'TitleMatch / Tag Report', 'Manage Account', 'Specs', 'Collection Analysis', and 'MackinVia'. The 'MackinVia' option is highlighted with a red arrow. In the background, there is a table with columns 'List Total', 'Total', and 'Qty'. The 'Total' column shows a value of '\$7'. The 'Qty' column shows a value of '\$1'. The text 'MackinVia' is visible in the background, along with 'user Pe'.

Sign into Mackin.com and open up MackinVia.

1 2 3 4 ✓

Information Centers and Executive Orders

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Executive Orders

Subject Headings

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Cataloging Process

eBooks

Summary

Step 2

Step 2- Search for subject headings or titles

Gender

Resource A-Z ▾ Sol

Expired: 2,322

iversion

Edit

Delete

Use the same search terms or titles from the OPAC review in your MackinVia search.

1 2 3 4 ✓

↓ 6 of 6 — Summary

Information Centers and Executive Orders

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- Executive Orders
- Subject Headings
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Step 3

Step 3- Review Titles

Active

EditDelete

Click the **Active** button to review the title for operational compliance. The title will change to **Inactive**, making it unavailable for student checkout.

After a housekeeping file runs, the OPAC will update and remove the title from the MackinVision catalog.

1 2 3 4 ✓

Information Centers and Executive Orders

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Executive Orders

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eBooks

Summary

LESSON 5 OF 6

Step 4

Step 4 - Tracking the Books

Inactive

EditDelete

Because this process is in MackinVia, not MackinVision, you must track these titles in a spreadsheet. When saving the file, please include the title, author, and school name. This is a separate spreadsheet from the MackinVison report.

1 2 3 4 ✓

↓ 6 of 6 — Summary

Information Centers and Executive Orders

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eBooks

LESSON 5 OF 6

Summary

When finished, please include the MackinVia spreadsheet and the Operational Compliance report from MackinVision. This could differ based on your Regional expectations.

START AGAIN

1 2 3 4

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Information Centers and Executive Orders

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Executive Orders

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Subject Headings

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Examples

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Cataloging Process

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eBooks

☑

☰

Summary

☑

Summary

LESSON 6 OF 6

Reporting Out

When you have finished the operational compliance review, please follow the reporting directions shared by the regional ISS. We will continue to update this course based on feedback and questions from the field. As we await further guidance, we will continue to support the incredible students and staff of DoDEA.